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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Program for Career Development of Junior Personnel

REFERENCE: CIA Notice [REDACTED] dated 26 May 1954 25X1A

1. The CIA Career Council on 30 September 1954 amended two of the eligibility criteria for subject program as set forth in referenced Notice. I wish to take this opportunity to remind you of these changes and to request that you advise employees under your jurisdiction of the new criteria. These will, of course, be published later in an Agency regulation now being written, but the program is currently being administered on the basis of the changes approved by the Career Council.

2. Under paragraph 3e, Eligibility Criteria, the word "preferably" has been inserted, thus making the statement read, "Have preferably completed a training course in basic intelligence, such as BIC." The other change liberalizes the educational requirement, allowing for the substitution of satisfactory Agency experience or combination of formal education and experience in lieu of the bachelor's degree. All other eligibility criteria remain as stated in the original Notice.

3. In view of the above changes, especially the one rescinding the necessity of having completed a training course in basic intelligence, it is probable that many employees who were ineligible because of these requirements will now wish to apply. With the initial selection of participants for the program tentatively set for the month of December 1954, I urge that all interested and qualified individuals make application as soon as possible. Applications will, of course, be processed as received, with the second quarterly selections expected to be made in March 1955.

4. I am certain that you will agree with me that this is a very important program and in order that the Agency may realize its full benefits, all employees and supervisors should be currently informed on the program and the unique opportunity it provides to those qualified individuals who will be selected to participate.

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Harrison G. Reynolds
Assistant Director for Personnel

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